



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748
www.hivcommission-la.info

OPERATIONS COMMITTEE MEETING MINUTES

June 3, 2015

Approved
6/29/2015

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Joseph Green, <i>Co-Chair</i>	Douglas Lantis, MBA (<i>on leave</i>)	Kevin Donnelly	Dawn McClendon
AJ King, MPH, <i>Co-Chair</i>		Lisa Goldstein	Jane Nachazel
Danielle Campbell, MPH		Bradley Land	Nicole Werner
Ted Liso/Edd Cockrell			
José Munõz			
Terry Smith, MPA/Traci Bivens-Davis		DHSP STAFF	
Kevin Stalter		None	
Terrell Winder			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 6/3/2015
- 2) **Minutes:** Operations Committee Meeting Minutes, 4/27/2015
- 3) **Agenda:** Commissioner Orientation: Agenda, 6/3/2015
- 4) **Program Outline:** New Commissioners Mentorship (Draft), 6/3/2015
- 5) **Work Plan:** Operations Committee Work Plan, 4/27/2015

1. **CALL TO ORDER:** Mr. King called the meeting to order at 10:05 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 4/27/2015 Operations Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT (*Non-Agendized or Follow-Up*):** There were no comments.
5. **COMMITTEE COMMENT (*Non-Agendized or Follow-Up*):** There were no comments.
6. **COMMITTEE CO-CHAIRS OPEN NOMINATIONS:**
 - Mr. Green announced he was remaining on the Commission, but would not seek another term as Co-Chair.
 - ➡ Nominations were Messrs. King and Stalter. Nominations close and elections will be held at the 6/29/2015 meeting.
7. **CO-CHAIRS' REPORT:**
 - Ms. McClendon stated the Commission Co-Chairs worked with the Executive Office (EO) to develop a process to recruit an Executive Director (ED). The bulletin will be released shortly. The EO and Commission will jointly act as the hiring authority.
 - The EO will ensure applications meet minimum requirements and forward those that do to the Commission for a series of interviews with, e.g., Commission Co-Co-Chairs, Board representatives, DHSP, Consumer Caucus and interviews with one Co-Chair of each Committee on subject expertise. Recommendations will be returned to EO which will identify a final slate.
 - Executive will interview the final slate and return its recommendation to EO which will make the final selection.

- Ms. Nachazel noted this process is unique in the County which normatively selects personnel directly. The ED is a County employee and the EO has ultimate managerial authority. Commission participation in hiring and Commission Co-Chair technical day-to-day oversight were negotiated to ensure a community voice when the Commission separated from OAPP.

8. MEMBERSHIP MANAGEMENT:

A. Membership Drive - Cohort 2:

- There were 24 expiring seats with 6 currently open. Ten Commission members have submitted renewal applications. Three have stated plans to renew. Ms. Werner has not heard from five. Dr. Mitchell Kushner does not plan to renew, but a new person will apply from Long Beach. There are six new candidates.
- Mr. Lantis and Gregory Rios were on leave. Mr. Lantis' seat was not expiring, but Mr. Rios' was so he needed to apply.
- Mr. King asked if the three people who were not seated from the last cohort would automatically be considered. Ms. Werner said they would need to re-apply. An email announcing Open Nominations was broadly distributed and they have not re-applied. One was ineligible due to the number of Commission members from the same organization.
- Mr. Land believed Commission policy was to hold applications for a certain period of time for consideration. He felt applicants for the last cohort would fall within that time period so their prior applications remained valid.
- Concern was expressed that those who chose not to re-apply evidenced a lack of interest and commitment.
- ➡ Mr. King will review the policy on retaining applications for future consideration. Those interviewed who were not seated because their scores did not meet the minimum requirement would definitely need to re-interview.

1) Interview Schedule/Panel:

- Mr. King noted interview panels have normally been composed of Operations members with some Executive members if needed. Panels for the 20 minute interviews were usually four people. There was consensus to continue the practice of excluding renewing Commission members from panels to avert any conflicts of interest..
- ➡ Panel volunteers were: Ms. Bivens-Davis, Ms. Campbell and Messrs. Cockrell, Donnelly, Land, Liso and Stalter.
- ➡ Ms. Werner will draft an interview schedule focusing on the weeks of 6/15/2015 and 6/22/2015 and send it to volunteers to populate the time slots. Operations Co-Chairs will review the panels for balance.
- ➡ Change next Operations meeting date to 6/29/2015, 10:00 am to 12:00 noon, to allow time for the slate to be developed and reviewed for presentation at the July Commission meeting.

9. TRAINING AND CAPACITY BUILDING:

A. New Member Orientation:

- Mr. King noted the Training Work Group was holding a conference call that Friday at 10:00 am to further develop the one-day Orientation planned for August. Other meeting attendees were invited to join the call.
- The Orientation is being designed to provide foundational information, e.g., an overview of the Commission, its responsibilities, expectations and obligations to Ryan White, the CDC and the County.
- ➡ Ms. Werner will send out the call-in information for the Training Work Group conference call on Friday.

B. Comprehensive Training Plan (CTP):

- The CTP will address training needs post-Orientation. Messrs. Liso and Munõz formed a Mentorship Work Group at the last meeting to address the needs of new Commission members. The draft of a proposed plan was in the packet.
- Mr. Munõz said new members needed help to navigate the process and develop familiarity with various Commission bodies, funders such as Ryan White and the CDC, other relevant bodies such as the Board and the Brown Act.
- Institutional members are usually more familiar with pertinent bodies and processes than are consumer members. Mr. Munõz noted only 35% of those who left the Commission between July 2013 and the present held institutional seats.
- The plan proposes developing programs tailored to institutional members, consumer/alternate members and mentors themselves. Mr. Munõz urged training all members to mentor. Mr. Liso added a simple check-in was often sufficient.
- Mr. King agreed candidates should be better informed prior to appointment, but felt another approach preferable to interim mentors. Ms. Werner was the main candidate contact, but there was consensus for more structure.
- Ms. Bivens-Davis suggested review of other jurisdictions' mentoring programs. Ms. Nachazel suggested large jurisdictions were most pertinent. Mr. King added the Prevention Planning Committee had some relevant approaches.
- Ms. Bivens-Davis felt it important to provide specialized mentoring for youth. Mr. King added it would be valuable to review the plan with and receive buy-in from all the Caucuses to evaluate needs of other populations as well.

Operations Committee Meeting Minutes

June 3, 2015

Page 3 of 3

- Mr. Land has participated over the last decade in national planning council and consumer training programs. He felt the outline good and consistent with HRSA's training manual and national trainings. He supported using the basic structure to meet current needs. The plan can be revised as other needs become apparent.

➡ Messrs. Liso and Munõz will further develop the plan including incorporation of Caucus input.

1) **Scope of Work (SOW):** This item was postponed.

10. NEXT STEPS:

A. 2015 Operations Committee Work Plan:

- Operations is currently meeting its duties under section I. Ongoing Operations Committee Responsibilities.
- The remainder of duties are reflected under items A-D of section II. Specific Operations Committee Responsibilities.
- A, Membership Management and C. Training and Capacity Building activities are currently in process.
- B. Policies and Procedures encompasses a large binder of documents to review and revise as an ongoing activity.
- D. Other Committee Responsibilities includes two activity categories.
- Ms. McClendon reported the D,1. Assessment of the Administrative Mechanism Scope of Work (SOW) was approved by the Operations and Executive Committees. Mario Pérez, MPH, Director, DHSP, requested a one-month extension for him to review the SOW. Ms. McClendon will initiate the solicitation process once she hears from Mr. Pérez.
- The remaining category includes D,2.Public Awareness Activities, Commission "Re-Imaging"/"Re-Branding," Website Construction/Social Media Expansion, Community Engagement Plan. HRSA defines "public awareness" as awareness of Ryan White HIV services and the local planning council's role in their provision including recruitment.
- Mr. Cockrell urged making community engagement a priority. Mr. Land noted the Consumer Caucus had coordinated a "Meet the Grantee" forum series with DHSP in each of the eight Service Planning Areas (SPAs). Its specific goal was to ensure the Commission understood each SPA and its unique unmet needs from the consumers' perspective.
- At the time, there was a SPNS grant that supported Service Provider Networks (SPNs) and Consumer Advisory Boards (CABs) in each SPA. The SPNs and CABs provided critical support in drawing consumers to the forums.
- The forums were held over more than a year and were completed around 2011 once all eight SPAs were visited.
- Mr. Cockrell noted there had been significant changes in the health care landscape since 2011 which a new series of forums could assess. Mr. Winder added awareness of the commission itself was important, e.g., for recruitment.
- Mr. Liso was concerned about resources for a new forum series. Mr. Land added the SPNS support for SPNs and CABs was no longer available. Due to ACA, today's Ryan White consumers also have more barriers to attending events.
- Ms. Bivens-Davis said many newer people in the field and immersed in the HIV community lack the history of more experienced people, have a different level of passion and are unaware of the commitment, understanding, purpose and significance of the Commission. They can feel it is a waste of time. Outreach is the only way to change the culture.
- Mr. Munõz urged particular attention to the Latino population which often lacked Commission or service awareness.
- Ms. Bivens-Davis added engagement, recruitment and retention were an extension of the mentorship program. Multiple approaches need to be employed to reach different populations. It is also important to create a climate in which people not only know the Commission exists and what it does, but holds it accountable to meet their needs. Those needs may have to be addressed where the people are for the Commission to truly be accountable.
- Mr. Smith urged being realistic in terms of goals and time. There were many moving parts now. Half the Commission was being reseeded. The ED was being recruited. The CTP was being developed. And the Commission was working to develop a vision to address HIV in the County. He appreciated the passion, but wanted to ensure coordinated work.
- Mr. King agreed many things were happening simultaneously, but felt that necessary to move work forward. Operations can set the table for people with passion to carry it. Engagement did need to be prioritized.
- Mr. Land felt engagement supports the Comprehensive HIV Plan which includes community education and recruitment.
- Mr. Liso noted a full engagement plan will likely take months. Meanwhile, a one-page newsletter could be a beginning.
- ➡ Re-initiate the Community Engagement Task Force. Members were: Ms. Bivens-Davis, Ms. Campbell and Mr. Cockrell.

B. **Task/Assignment Recap:** There was no additional information.

C. **Agenda Development for Next Meeting:** ➡ The 6/29/2015 meeting will focus on membership and finalizing the slate.

11. **ANNOUNCEMENTS:** There were no announcements.

12. **ADJOURNMENT:** The meeting adjourned at 11:30 am.